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Approved For Release 2002/01/03 : CIA-RDP79-01143A000400080002-9

Deputy Assistant Director, Reports and Estimates

19 September 1949

Acting Chief, Map Branch, ORE

Reorganization of the Map Library Division T/O

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1. On 30 August, 1949 [redacted] of the Map Library Division in consultation with [redacted] Chief, Management Office, and [redacted], also from the Management Office, discussed the reorganization of the Map Library Division T/O.

2. A preliminary understanding was reached on the changes to be made, and at the suggestion of [redacted] the attached information is forwarded to you for action, if you concur.

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3. The major T/O changes are brought about by two developments: 1. A changing emphasis in the reference activity of the Map Library Division, and 2. The necessity for grouping all processing and filing functions under one administrative head, in a single section. The proposed T/O should make it possible for reference personnel to give full time to reference activities and for processing and maintenance personnel to concentrate on those activities, under the leadership of one Section Chief.

4. The main evidences of the T/O changes are seen in:

- a. The transfer of seven Map Clerks from the present Reference Section to the proposed Processing Section.
- b. The transfer of one book cataloger, one card-file clerk, and one clerk-typist from the present Reference Section to the proposed Processing Section.

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5. [redacted] said that the Circulation Librarian, P-1, should be placed in the Office of the Chief, Map Library. In addition, he asked that the new terminology, Division, Branch, Section, Unit and Sub-Unit be used in preparing the T/O. Certain name changes are requested, including the name of the Division.

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